

CUSTOMER SERVICE TRAINING SCHEDULE - October - December (2015)

Month	Date	Day	Start	End	Location	Room
Oct	1	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Oct	8	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Oct	14	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Oct	22	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Nov	4	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Nov	12	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Nov	19	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Dec	3	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Dec	9	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

HOW TO ENROLL: Send an email from the **GroupWise** system by typing **Train_Reg** in the "To" field requesting enrollment. Or, email Train_reg@co.tulare.ca.us
Please Write: **"Customer Service"** in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

WORKSHOPS MAY FILL UP QUICKLY: When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.